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INFORMATION TECHNOLOGY FOR CLASS 9

(Study material Based on N.C.E.R.T HANDBOOK)

RAUSHAN DEEP

DATE-10/04/2021

INFORMATION TECHNOLOGY-402

CLASS-IX

SESSION-2021-22

(STUDY MATERIAL)

UNIT 1: DIGITAL DOCUMENTATION (ADVANCED)

- SESSION 1: CREATE AND APPLY STYLES IN THE DOCUMENT
- SESSION 2: INSERT AND USE IMAGES
- SESSION 3: CREATE AND USE TEMPLATE
- SESSION 4: CREATE AND CUSTOMIZE TABLE OF CONTENTS
- SESSION 5: IMPLEMENT MAIL MERGE

UNIT-2: ELECTRONIC SPREADSHEET (ADVANCED)

- SESSION 1: ANALYSE DATA USING SCENARIOS AND GOAL SEEK
- SESSION 2: LINK DATA AND SPREADSHEETS
- SESSION 3: SHARE AND REVIEW A SPREADSHEET
- SESSION 4: CREATE AND USE MACROS IN SPREADSHEET

Unit 3 : Introduction to IT–ITeS Industry 1

Unit 4 : Data Entry and Keyboarding Skills

Unit 5: Digital Documentation

Unit 6 : Electronic Spreadsheet

Unit 7: Digital Presentation